

Department of the Army
Headquarters, U.S. Army Garrison
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Civilian Personnel

CIVILIAN HEALTH IMPROVEMENT PROGRAM (CHIP)

Summary. Effective immediately, organizations and units will make information pertaining to the Fort Sill Civilian Health Improvement Program (CHIP) available to all eligible civilian employees and their supervisors, will encourage them to become aware of and consider voluntary participation in one or more available activities, and will permit participation to the extent permitted by mission requirements and proper supervisory controls.

Applicability. This publication applies to all organizations, units, and commands located on Fort Sill.

Suggested Improvements. The proponent of this publication is the Civilian Personnel Advisory Center (CPAC). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to CPAC.

Distribution. This publication is distributed solely through the Directorate of Human Resources, Administrative Services Division Homepage at http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html.

Chapter 1 Introduction

1-1. Purpose. This publication continues the CHIP from previous years. It is designed to **educate and encourage efforts to** improve the health and wellbeing of the Fort Sill civilian workforce, and to establish guidance on publicizing and encouraging voluntary participation.

1-2. References. Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of IAW AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army.

Chapter 2

Responsibilities

2-1. Chief of Staff, USAFCOEFS. The Chief of Staff, USAFCOEFS will appoint a CHIP manager responsible for overall program oversight, assisting with working and senior executive committee meetings, and other duties as deemed necessary to maximize program participation and success.

2-2. CHIP Working Committee. A CHIP working committee will meet quarterly or as necessary to review program and to make adjustments. The CHIP manager will chair the CHIP working committee and the committee will consist of representatives from MEDDAC, DMWR, Fires G3, Safety, ASAP, and others as deemed appropriate by the chairperson.

2-3. CHIP Senior Executive Committee. A CHIP Senior Executive committee, chaired by the CofS, USAFCOEFS, and consisting of senior leaders of installation activities, will meet as deemed necessary by the chair to discuss program policy, implementation, and improvement.

2-4. Commanders, Directors, and Activity Chiefs. Commanders, directors, and activity chiefs will develop activity-specific participation criteria and procedures, inform eligible employees of the programs, encourage participation to the extent possible, monitor participation, and recommend improvement modifications to the committee. Decisions to prohibit participation in the program will be elevated to director/deputy director/activity chief level.

2-5. CPAC. Director, CPAC will be responsible for gathering and maintaining the "Educate" segment (appendix B) of the CHIP plan. This segment will list available education and training programs available to program participants (e.g., objective, target audience, eligibility requirements, prerequisites, starting and ending dates and duration, and other factors). Director, CPAC, in coordination with SJA, will ensure that program provisions adhere to civilian human resources laws and regulations.

2-6. SJA. The Staff Judge Advocate will be responsible for developing the Memorandum of Understanding for Participants (appendix C) of the CHIP plan. Those enrolled in CHIP will be encouraged to coordinate with their primary care provider for age and gender appropriate health screenings. As specific medical information will not be maintained as part of this program, supervisors will maintain this memorandum to document that the participant has been informed of inherent risks and encouraged to obtain medical approval prior to participation. General statistics may be collected periodically with no specific identifiers to gauge the efficacy of program participation.

2-7. DMWR. The Director, DMWR will be responsible for developing and maintaining the “Recreation and Fitness” segment (appendix D) of the CHIP plan. This segment will identify physical programs available to participants (e.g., objective, target audience, eligibility requirements, prerequisites, starting and ending dates and duration, and other factors). Other activities will provide input to this segment as appropriate.

2-8. Supervisors. Supervisors will be responsible for approving and monitoring participation in the program to include ensuring eligibility based on workload as well as established program criteria. Supervisors will focus on program objective (i.e., education and encourage civilian health improvement) when making decisions regarding requests for participation.

2-9. Employees. Employees will be responsible for maintaining an awareness of program criteria, obtaining approval from their supervisor to participate as required and adhering to the objectives. Employees will provide Memorandum of Understanding for Participants through supervisory chains and will obtain appropriate approvals before use of official time for any aspects of the program. Willful misrepresentation regarding program participation or completion may be subject to disciplinary action.

Chapter 3

CHIP Program Guidelines

3-1. All DA civilian and NAF employees assigned to Fort Sill are eligible to participate in the program subject to specific approval from their supervisory chain. Participants will be responsible for providing documentation as deemed appropriate by their supervisor to maintain accurate time and attendance recording.

3-2. The program consists of three segments, education (appendix B), a participant memorandum of understanding (appendix C), and recreation/fitness (appendix D). Specifics on each segment are contained in appendices. Segments will be updated as necessary to increase and/or modify available programs. Employees may participate in multiple parts, subject to approval from their supervisor. Participants requesting to participate in exercise or physical fitness programs must complete and sign the CHIP Memorandum of Understanding for Participants to be submitted and maintained by each participant’s immediate supervisor.

3-3. To encourage participation in one or more of the CHIP programs, supervisors may authorize use of up to 3 hours of administrative leave during duty hours per week over a total of 6 consecutive months. The 6 month eligibility period begins the day the program is first implemented and may not be extended. An employee may use the CHIP official time period only once during his/her federal civil service career. Employees who are involved in physical activity totally outside their normal duty hours are not required to report nor obtain approval to participate.

3-4. Supervisors may not request nor retain any medical documentation other than the Memorandum of Understanding for Participants (appendix C).

3-5. This program will become effective upon distribution of this circular and will continue until cancelled or superseded.

Appendix A References

Section I Required Publications

AR 600-63
Army Health Promotion

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Appendix B

Civilian Health Improvement Program (CHIP) Education

This section contains information regarding education programs currently available to assist in improving the health and wellbeing of our civilian workforce. Some of the programs are actual classroom activities; others are sources of available information. Information about these and other programs is also available via the Fort Sill Intranet Website, Civilian Health Improvement Program (CHIP). While requiring supervisory approval to participate using all or partial excused absence from official duty, these programs **do not** require completion of the Memorandum of Understanding for Participants (appendix C).

Program Code	Program Title
A1	Substance Abuse Prevention (General education/awareness class on alcohol and illegal drugs.)
A2	Alcohol Abuse Prevention (General awareness/education class focusing on alcohol as a legal substance and career/legal consequences if abused.)
A3	Illegal Drug Abuse Prevention (Identification of illegal drugs and how affects individual if used/abused.)
A4	Prescription Drug Abuse (Education/awareness about most commonly misused/abused prescription drugs.)
A5	Stress Management in the Workplace for Supervisors (Education/awareness what is stress and ways to respond.)
A6	Stress Management in the Workplace for Employees (Education/awareness what is stress and ways to respond.)
A7	Anger Management (How we choose to deal with angry feelings and the situations leading to them.)
A8	Employee Assistance Program (Overview of the Army EAP and how can benefit employees and supervisors.)
A9	Suicide Prevention for Civilians (What everyone should know about suicide and ways to prevent it)
A10	Conflict Resolution (Learn steps to resolve conflict and turn conflicts into solutions.)
A11	Violence in the Workplace for Civilians (What is violence /who becomes violent/basic rules for prevention.)
A12	MWR Wellness Newsletter (MWR is working to obtain access to a monthly newsletter that would be customized to our installation. Usually the newsletters have a theme, although we emphasize the four primary elements of health: Nutrition, Exercise, Not Smoking and Weight Management. We want to have a link on our MWR website whereas any employee could sign up to receive the newsletter electronically on a monthly basis at no cost to the subscriber. MWR will bear the cost. We could and will solicit input from our workforce and include it in the monthly publications; we will be working a month ahead of pub dates.)

Other Available Information

Healthy Choices websites: <http://www.cdc.gov/HealthyLiving/>

ICE website: http://ice.disa.mil/index.cfm?fa=site&site_id=451

Appendix C
Civilian Health Awareness Improvement Program (CHIP)
Memorandum of Understanding for Participants

Regular exercise and a healthy diet are the responsibility of those enrolled in CHIP. This section contains information regarding evaluation programs currently available to assist in improving the health and wellbeing of our civilian workforce. All employees are encouraged to coordinate with their primary care provider for age and gender appropriate health screenings to include periodic physical exams. In addition, participants enrolled in certain CHIP programs involving physical exertion and/or exercise during official duty times are required to provide a completed and signed Memorandum of Understanding for Participants to their supervisor prior to beginning the on-duty program.

DIRECTIONS- Before beginning any exercise or physical fitness component of CHIP, each employee should obtain approval from his/her personal health care provider. In addition, each participating employee will complete and sign the Memorandum of Understanding for Participants contained in this section. Employee will submit the form to their supervisor when requesting approval to participate, on administrative leave, in one or more CHIP programs requiring the document. Supervisor will retain the memorandum for as long as the employee participates and will submit it to the CHIP manager when no longer active.

Employees will not be authorized administrative leave to participate in any CHIP activity requiring the Memorandum of Understanding for Participants until the entire form is completed, appropriately signed, and submitted to the approving supervisor.

Civilian Health Improvement Program
MEMORANDUM OF UNDERSTANDING FOR PARTICIPANTS
RETURN COMPLETED AND SIGNED FORM TO SUPERVISOR

Participant Name _____ Work Phone _____ Last 4, SSN _____

INFORMED CONSENT AND WAIVER

I, _____, understand there are inherent risks involved in my participation in the physical exercise component of the Civilian Health Improvement Program (CHIP). I understand that some exercise components of this program may be physically demanding, and are conducted in unsupervised groups or individually with no medical or clinical care services available. I understand that careful medical screening from my personal primary health care provider prior to entering the exercise program will minimize these risks and is strongly advised. It is my responsibility to follow-up with my personal physician for all my health care needs. I certify that I am in sufficient health to participate in this exercise program. My participation in this program is voluntary and I have full knowledge of the risks involved. I hereby agree to hold harmless and release the United States, the Department of the Army, the Fort Sill Installation and Reynolds Army Community Hospital, and all their agents and employees from any and all claims and demands resulting from any loss, damage, death or injury to me or my property that may arise due to my participation in this program, other than negligence on their behalf.

Participants Signature

Date

Printed Name

Received by:

Supervisor's Signature

Date

Appendix D
Civilian Health Improvement Program (CHIP)
Exercise and Physical Fitness

This section contains information regarding exercise and fitness programs currently available to assist in improving the health and wellbeing of our civilian workforce. Most of the programs are actual recreational or fitness activities; others are special programs designed specifically for the Fort Sill Civilian Health Improvement Program. Specific information about each program and the level of activity necessary to enable the participant to use as part of the program is addressed for each coded activity. Information about these and other programs is also available via the Fort Sill Intranet Website, Civilian Health Improvement Program (CHIP). In addition to requiring supervisory approval, most of these programs **do** require completion of the Memorandum of Understanding for Participants (appendix B) prior to any participation.

PROGRAM CODE	TITLE	DURATION	MOU FOR PARTICIPANTS REQUIRED?
C-2	Abs-Teaser	1 hr	Yes
C-3	Traditional Aerobics	1 hr	Yes
C-4	Pilates	1.5 hrs	Yes
C-5	Boot Camp	1 hr	Yes
C-6	Step Aerobics	1 hr	Yes
C-7	Resistance Training	TBD	Yes
C-8	Spin Class (Indoor Cycling)	1 hr	Yes
C-9	Step & Strengthening	1 hr	Yes
C-10	Absolute Abs	.5 hr	Yes
C-11	Cardio-Kickboxing	1 hr	Yes
C-12	Absolute Gluts	.5 hr	Yes
C-13	Stretching Class	.5 hr	No
C-14	Stability Ball	TBD	Yes
C-15	Free Weights	TBD	Yes
C-16	3-mile Track Walk	TBD	Yes
C-17	Veteran Walkers Program	TBD	Yes
C-18	Walk for Freedom	TBD	Yes
C-19	Aqua-Massage	30-60 min	No
C-20	Individual Fitness Program	1 hr	Yes
C-21	Recreational Swimming	TBD	Yes
C-21	Adult Lap Swimming	TBD	Yes
C-22	Recreational Racquetball	TBD	Yes
C-23	Recreational Basketball	TBD	Yes
C-24	Cycling	TBD	Yes

Glossary

Section I Abbreviations

ARIMS

Army Records Information Management System

ASAP

Army Substance and Abuse Program

ASD

Administrative Services Division

CHIP

Civilian Health Improvement Program

CPAC

Civilian Personnel Advisory Center

CofS

Chief of Staff

DA

Department of the Army

DHR

Directorate of Human Resources

DMWR

Directorate of Morale, Welfare, and Recreation

EAP

Employee Assistance Program

HQ

Headquarters

ICE

Interactive Customer Evaluation

NAF

Nonappropriated Funds

USAFCOEFS

United States Army Fires Center of Excellence and Fort Sill

IAW

In accordance with

MEDDAC

Medical Department Activity

MWR

Morale, Welfare, and Recreation

Pam

Pamphlet

SJA

Staff Judge Advocate

PECP-SWR-R



JAMES A. MILLER
Director of Human
Resources

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RAYMOND P. LACEY
COL, FA
Garrison Commander